

## BALTIMORE COUNTY HISTORIC REVIEW APPLICATION INSTRUCTIONS

For Projects located in County Historic Districts or for Structures on the Preliminary or Final Landmarks List

[histpres@baltimorecountymd.gov](mailto:histpres@baltimorecountymd.gov)

[http://www.baltimorecountymd.gov/Agencies/planning/historic\\_preservation/index.html](http://www.baltimorecountymd.gov/Agencies/planning/historic_preservation/index.html)

105 West Chesapeake Avenue, Suite 101, Towson, Maryland 21204 (410) 887-3495

- Contact a Preservation Planner in advance of the deadline to discuss your application and requirements if needed. If a specific meeting date is preferred, please allow the necessary time to prepare the application materials. For comprehensive rehabilitation projects, or those involving additions or infill, a site visit will be required.
- Submit items on the criteria checklist WITH your application. Incomplete applications are not accepted.
- Submit digital copies of images, photographs, and plans whenever possible.
- Please do not fax photographs, these items may be submitted via email [histpres@baltimorecountymd.gov](mailto:histpres@baltimorecountymd.gov) (preferred), US Mail, or in person. Please do not submit physical examples of materials with your application unless requested by staff.
- Do not write "match existing" on your application or plans. Exact specifications and details must be submitted for every request.

Review the FAQ on our website for more details:

[http://www.baltimorecountymd.gov/Agencies/planning/historic\\_preservation/designating\\_properties.html](http://www.baltimorecountymd.gov/Agencies/planning/historic_preservation/designating_properties.html)

**FILING DATE OF APPLICATION:** The completed application must be filed no later than fourteen working days prior to the regularly scheduled meeting of the Landmarks Preservation Commission (LPC). The LPC meets the second Thursday of every month (except August and December) at 6:00 pm, The Jefferson Building, 105 West Chesapeake Avenue, Towson, Maryland. All applicants and interested parties are urged to attend.

Please note that a Baltimore County Building Permit is required for all work and must be applied for in-person. Please refer to the Department of Permits, Approvals and Inspections for the information you will need in order to complete the process. [http://www.baltimorecountymd.gov/Agencies/permits/pdm\\_permitsprocess/](http://www.baltimorecountymd.gov/Agencies/permits/pdm_permitsprocess/)

County Office Building  
111 West Chesapeake Avenue, Room 100  
Towson, Maryland 21204  
Phone: 410-887-3900 (Permit Processing)  
Phone: 410-887-3614 (Electrical and Plumbing Processing)  
Fax: 410-337-5039

## **SUBMITTAL CRITERIA CHECKLIST**

The documentation listed below must be submitted with the application for a Certificate of Appropriateness. Incomplete applications will not be scheduled for consideration by the Landmarks Preservation Commission.

The proposed alterations and improvements will be reviewed for consistency with the Baltimore County Design Guidelines (2011) and the Secretary of the Interior's Standards for Rehabilitation (see attached) The complete Design Guidelines can be found on Baltimore County's website -  
[http://www.baltimorecountymd.gov/Agencies/planning/historic\\_preservation/design\\_guidelines](http://www.baltimorecountymd.gov/Agencies/planning/historic_preservation/design_guidelines)

### **ALL APPLICATIONS**

- ✓ Images of front façade of the structure and all sides where work is proposed.
- ✓ Site plan/plat/aerial map depicting property and lot lines (Baltimore County's "My Neighborhood" online map can provide aerial maps for projects not requiring measured site plans.)  
<http://www.baltimorecountymd.gov/Agencies/infotech/GIS/MyNeighborhood/index.html>
- ✓ Scope of Work that includes a written description of each proposed feature and element.

### **WINDOWS AND DOORS**

#### **REPAIR ONLY**

- ✓ Images of window(s)/door(s)/shutter(s)/element(s) that illustrate existing condition.
- ✓ Detailed description of repair work needed.

#### **REPLACEMENT**

- ✓ Detailed description of each window proposed for replacement that includes the current condition, specifications, profile and materials.
- ✓ Images of window(s)/door(s)/shutter(s)/element(s) that illustrate existing condition.
- ✓ Specification/cut-sheet/image for proposed replacement window(s)/door(s)/shutter(s)/element(s)

#### **NEW**

- ✓ Specification/cut-sheet/image for proposed new window/door/shutter/element. (Historic plans, elevations or photographs if the request is to return a structure to an earlier historic appearance)

### **ROOFS**

- ✓ Image of existing roof shingle(s)/element(s) indicating existing material and color/style.
- ✓ Detailed description of repair/replacement work needed.
- ✓ Shingle/element(s) specifications (material, brand, color name).

### **GUTTERS**

- ✓ Image of existing gutters/downspouts indicating existing material and color.
- ✓ Detailed description of repair/replacement work needed.
- ✓ Specifications/product information/images for proposed gutters/downspouts.
- ✓ Site plan showing where on structure gutters/downspouts are proposed.

## ***PORCHES & STEPS***

- ✓ Detailed description of each element proposed for repair/replacement that includes the current condition, specifications, profile and materials.
- ✓ Image(s) of front façade of structure and all areas/elevations where repair/replacement/installation is proposed.
- ✓ Detailed description of repair work needed for each element.
- ✓ Specifications for materials used for repair work including product type. (brand/product number)
- ✓ Percentage estimate of how much materials is proposed for repair. (i.e. 15%, less than 20%, etc.)

## ***ADDITIONS AND INFILL***

- ✓ Elevation and plan drawings to scale indicating proposed alterations or additions, clearly indicating the existing building and what is proposed and including the relationship to adjacent structures).
- ✓ Site plan showing: 1) dimensions of lot, 2) location and dimensions of existing building, 3) location and dimensions of addition, and 4) location all exterior, ground and roof mounted equipment.
- ✓ Official site survey.
- ✓ Specifications/cut-sheets/images for all proposed exterior materials including siding, doors, windows, lighting, and roof shingles.
- ✓ Historic plans, elevations or photographs if the request is to return a structure to an earlier historic appearance.

When required to show the relationship to adjacent structures, please include aerial maps and street view photos that demonstrate the existing site. When material descriptions are required for Additions and Infill, materials to be used must be designated on the elevation drawings.

## ***FENCES AND LANDSCAPING (INCLUDING SHEDS/GARAGES/ACCESSORY STRUCTURES)***

- ✓ Site plan showing proposed location of fence, retaining/stone wall, or pool.
- ✓ Photographs of the area(s) to be fenced or location of proposed element.
- ✓ Image of proposed fence with description and specific style (stockade, picket, etc.) with material type and height proposed.
- ✓ Elevation and plan drawings to scale indicating proposed new garage/shed/accessory structure, clearly indicating the existing site and what is proposed and including the relationship to adjacent structures).

***ROUTINE MAINTENANCE*** – Does not require prior approval by the Landmarks Preservation provided the following criteria are met:

- ✓ Minor cleaning and repair of original architectural elements using the same material and design as the original;
- ✓ Repair of sidewalks and driveways using the same type and color of materials;
- ✓ The process of cleaning (including but not limited to low-pressure water-blasting and stripping, but excluding sandblasting and high-pressure water blasting as per National Park Service Technical Preservation, Preservation Brief # 6 “Dangers of Abrasive Cleaning to Historic Buildings”);
- ✓ Work relating to mothballing an unoccupied structure (as per National Park Service, Technical Preservation, Preservation Brief # 31 “Mothballing Historic Buildings”)